# Applicant's To-Do List

## Firearms and Archery Range Recreation Program

This to-do list is designed to help applicants prepare and submit a grant application for the Firearms and Archery Range Recreation (FARR) Program.

> *Grants may be used to acquire, develop, and renovate shooting and archery ranges and facilities.*

All applicants must submit the information required through *PRISM* Online, our on-line project data system. These steps will guide you through the Recreation and Conservation Office (RCO) application process.

### Step 1: Applicant Establishes Eligibility

- Eligible Applicants: nonprofit shooting organizations, and state and local governments
- First time applicants submit a legal opinion to establish eligibility.
- Nonprofit applicants verify eligibility (see Section 2 – Program Policies in *Manual 11*, *Firearms and Archery Range Recreation Program*):
    - Registered with the State of Washington as a nonprofit – verify "active" status with *Washington's Secretary of State*.
    - Will name a successor as required by state law.
    - Has been active in shooting or archery related activities for at least one year.
    - Does not discriminate on the basis of age, disability, gender, income, race, religion.

### Step 2: Applicant Reviews Materials

Review the appropriate Recreation and Conservation Funding Board (RCFB) manuals for this grant category:

- *Manual 11,* *Firearms and Archery Range Recreation Program*
    - Special note: be sure to review the new Range and Course Safety Policy (see item 6, Changes to the FARR program in the *January 2014 board materials*).

- *Manual 3, Acquisition Projects*
- *Manual 4, Development Projects*

## Step 3: Applicant Submits an Application by July 1, 2014

### PRISM Data Fields

PRISM will be open in mid-February to start your application. To begin, go to *PRISM Online* to access the Application Wizard and select "Get Started/Start New Application". You then will be prompted to fill out several screens of information about your project. On-screen instructions, tool tips and links are available as you navigate through PRISM.

### PRISM Attachments

There is an attachments screen in the PRISM Online application and you must attach the following documents before you may submit your application. Include the applicant name, project name and RCO grant number on each attachment. Maps must also include a north arrow, scale and labels for any major highways, roads, cities, water bodies, etc. If the project includes acquisition and development, you must attach the documents required for both project types.

- ❑ **Authorizing Resolution/Application Authorization** to show the application is supported by the political, board, or executives of your organization. You must adopt the text verbatim even if you choose to use your own format.
- ❑ **Control and Tenure Documentation** (development projects only). Include property ownership information, such as a deed, and all applicable leases, easements, and use agreements. See *Manual 4, Development Projects*, for additional details about control and tenure.
- ❑ **Landowner Acknowledgement Form** (acquisition projects only). The applicant must demonstrate that the landowner is aware of the applicant's interest in purchasing their property. There are several options to meet this requirement: see Section 3 – Application Requirements in *Manual 3, Acquisition Projects*.
- ❑ **Map: Area of Potential Effect** to show the geographic area or areas within which a project may directly or indirectly cause changes in the character or use of historic properties or archaeological resources, if any exist.
- ❑ **Photo**. All applications require at least one general project photograph in .jpg format. A current ground shot or aerial view of the project site is appropriate.
- ❑ **Preliminary Title Report** (acquisition projects only). This report helps RCO determine whether the property meets the eligibility criteria for grant funding.

- [ ] **FARR Application Maps and Visuals.** Applicants must use the PowerPoint template provided on RCO's website. Use the template for your project type (acquisition, combination or development). To complete it, you must follow the directions contained therein. This will include creating custom maps and graphics that show where your range is located, the existing features of your range, proposed improvements or purchases, neighboring land uses, and photos of your site. The documents include:

    - **Map: Regional Location Map** shows the location of the project in a geographic region of the state. The regional map should identify the county, incorporated areas, major highways, and water bodies, etc., so RCO staff and evaluators can locate the general worksite to within a few miles.

    - **Map: Site Location Map** shows the specific location of the project. This map must show the project in relation to local roads, park or ranger district boundaries, water bodies, landmarks, etc. If possible, show the boundaries of the site on the map.

    - **Map: Adjacent Uses Map** shows the location of the project within a small area and details about the immediately adjacent and nearby land uses.

    - **Map: Facility Layout Map** (development projects only) which shows the existing main features and facilities on your range as well as those in the immediate vicinity of your facility (neighboring properties).

    - **Map: Parcel Map** (acquisition projects only) to show the parcel(s) to be acquired in the scope of work as well as adjacent land ownership. Show the parcel(s) in relation to local roadways, landmarks, etc.

    - **Site Plan: Conceptual Site Plan** (acquisition projects only) which provides a visual diagram of the intended future use/development of the property.

    - **Site Plan: Development Site Plan** (development projects only) to show the proposed improvements at the project site. Development site plans should show site boundaries, major site features, and proposed project elements. Existing and future elements should be distinguished from those in the current project. Master, schematic design, design development, and construction document level plans are suitable for development site plans.

    - **Plan: Floor Plan** (development projects only). If applicable, a schematic plan of any substantial structure (shooting/range house, restroom, etc.) being proposed for construction within the project scope.

    - **Visuals:** provide up to two PowerPoint slides of pictures of your range as it looks today. You may have up to four pictures on each slide. At least some of your photos should include people actually using the range.

Also note that except for a few protected items, such as cultural resources data or confidential appraisal documents, as soon as you start your application, it and most attachments will be available for review by RCO staff, evaluators, and the public.

## Step 4: Technical Review

Applicants present their project to the advisory committee. Participation in this in-person technical review is not required but is highly recommended. It serves as a practice session for the upcoming evaluation, and applicants get valuable feedback. The focus of review is on eligibility and the technical aspects (projectile fall zones, scope, design, cost, feasibility, etc.) of the project.

- Prepare a PowerPoint presentation responding to the evaluation criteria found in the program manual (*Manual 11)*. Note that handouts or other materials will not be permitted. See *Developing a PowerPoint Presentation for Grant Applications* for more information.
- RCO will schedule a time for each applicant to make a presentation to the evaluation team.
- Attach your PowerPoint presentation to PRISM Online at least three days before the scheduled review meeting.
- Present your project to the advisory committee.
- Committee members provide feedback and make suggestions about changes needed to improve the project and presentation.

RCO staff will also review the application for eligibility, completeness, and clarity and return the application with questions or suggested changes.

## Step 5: Re-Submit Application by Technical Completion Deadline August 29, 2014

- ❑ Applicants address issues raised during technical review and make modifications, if needed.

- ❑ Applicants must complete all revisions and resubmit the application in PRISM Online by the Technical Completion Deadline or the application will be deemed ineligible.

- ❑ If applicable, submit a Public Hearing/Meeting Certification. Attach this document to your application in PRISM Online. See the section on Program Policies in *Manual 11* for requirements to determine if this applies to your project.

## Step 6: Project Evaluation and Preliminary Ranking

Applicant participation in the project evaluation meeting is mandatory for all projects considered for funding. All presentations are given in-person in Olympia.

- Prepare (or update from Technical Review) a PowerPoint presentation responding to the evaluation criteria found in the program manual (*Manual 11)*. Note that handouts or other materials will not be permitted.
- RCO will schedule time for each applicant to make a presentation to the evaluation team.
- Applicants must attach their PowerPoint presentation and presentation notes to their application in PRISM Online at least three days before the scheduled evaluation.
- Present your project to the evaluation team. Maximum presentation length is 15 minutes.
- Evaluators may ask clarifying questions and will score each project using the board adopted evaluation criteria.

RCO staff tabulates the results and shares the preliminary ranked list with the advisory committee to validate the results, establish the committee's funding recommendation, identify any "do not fund" recommendations, and discuss any proposed process or policy changes. RCO then announces the results of the evaluation and posts the preliminary ranked lists on its Web Site.

## Step 7: Applicants Submit Pre-Agreement Materials

- ❑ Applicants provide a *Certification of Applicant Match* to show what amounts and sources of match you have in hand for the project. Attach this document to your application in PRISM Online.
- ❑ Applicants provide any other requested pre-agreement materials as required by RCO.

## Step 8: Board Awards Grants and RCO Issues Agreements

- The board approves grant funding after the Legislature adopts a budget.
- RCO works with you to execute a project agreement before work begins.
- You review other RCO policy manuals:
  - *Manual 7,* Long-term Obligations
  - *Manual 8*, Reimbursements
- You attend a Successful Applicant Webinar; then complete your project.
- If you held a public hearing or meeting, you must provide a follow-up public notice to those persons that attended the public meeting to inform them of the project's final design. The follow-up public notice may be sent be via regular postal mail or email and a copy of the follow-up public notice must be provided to RCO.